

LINDA LINGLE
GOVERNOR



Russ K. Saito
Comptroller
Katherine H. Thomason
Deputy Comptroller

STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

WIRELESS ENHANCED 911 BOARD

July 29, 2005
10:00 a.m.

Department of Accounting and General Services
Comptroller's Conference Room 410
Kalanimoku Building
1151 Punchbowl Street
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of minutes
- III. Committee Updates by Chairs
 - a. Finance Committee
 - b. Technical Committee
 - c. Policies and Objectives Committee
 - d. Administration Committee
- IV. Announcements
- V. Next meeting date
- VI. Adjournment

05 JUL 22 12:59

REVISED
August 26, 2005

Wireless Enhanced 911 Board
Minutes of July 29, 2005 Meeting
July 29, 2005

Board Members in Attendance: Roy Irei, John Cole, Russ Saito, Gordon Bruce, Paul Ferreira, Pete Jaeger, Jeff Yamane, Dexter Takashima, Joel Matsunaga. Staff in attendance: Kerry Yoneshige (Department of Accounting and General Services), Patricia Ohara (Department of the Attorney General).

1. The Chair called the meeting to order at 10:05 a.m.
2. Paul Ferreira had the proxies for Milton Matsuoka and Richie Nakashima.
3. The minutes of the June 30, 2005 board meeting were approved.
4. Finance Committee Report: Joel reported the following.
 - General fund had \$5.4 million and the grant fund had \$1.25 million. He noted that the interest on both accounts were being credited to the general fund and questioned whether the board members or staff could see any problem with this arrangement. No problems were noted and the arrangement will continue.
 - Board adopted a policy to allow travel reimbursement requests from board members to be paid with the approval of the finance committee chair subject to final audit.
 - Payment to Maui will be made subject to clarification of the timing of when the maintenance invoices need to be paid. Suggestion was also made to enlist the technical committee to aide in the evaluation process for reimbursement payments.
5. Technical Committee Report: Pete reported the following:
 - Intrado contract has been reviewed by the Attorney General and contract package will be assembled within the next week for delivery.
 - Intrado visits will occur during the week of August 15 through the 24. There will be a kick off meeting followed by individual visits with the PSAPs. The kick off meeting will be attended by technical staff from the PSAPs.
 - Island of Maui phase II implementation is complete and operational as of July 27. Island of Lanai being deployed on July 29. This is only for Nextel. The other wireless carriers are working towards completion by October.
 - The Chair will work with Maui Police Dept. (Tommy) to determine when the Governor can visit Maui for the press conference announcing the implementation of wireless enhanced service.

6. Policies and Objectives Committee:

- The Chair distributed copies of Washington state's reimbursement policy for the members to review.
- The board adopted the policy that allows for reimbursement of PSAP's for calls backs for toll calls. Legislative change may also be pursued to clarify the statute.

7. Administration Committee:

- Paul distributed copies of the specifications for an executive director and consultant to perform the operations of the board. Board approved the specifications subject to review by the Attorney General, inclusion of the travel responsibilities (book board member travel, car, etc.) and clarification on the item to engage auditors to audit the fund (funding of audit not part of the consultant's contract fee).
- Selection and review committee will comprised of Paul, Pete, and either Milton or Richie.
- Recommendation was made to publish request for proposal in addition to the required web posting.
- Target date to make recommendation to the board on a contractor is the end of September.

8. Next meeting will be on August 26, 2005.

9. Meeting was adjourned at 12:10 p.m.

Accept subject to RALZ approval - *Post in newspaper - trade magazine* *Public/ma. John - RALZ*

WIRELESS ENHANCED 911 BOARD
PROPOSED SPECIFICATIONS FOR PROFESSIONAL SERVICES
CONTRACT FOR CONSULTANT TO SERVE AS EXECUTIVE DIRECTOR
AND RESPONSIBLE FOR OPERATIONS

Coordinate financial reports of the Board
clarify and any engagement

The following is the scope of work to be performed by the consultant.

1. Duties of Executive Director

- Administer policies and statutes applicable to the Wireless Enhanced Board (the Board).
- Recommend policies that are required for the Board to attain its mission.
- Provide guidance to wireless carrier, public safety answering points (PSAPs) and the public on the interpretation of the Board's policies and the statutes.
- Answer media inquiries on behalf of the Board.
- Provide the notice, location, and the minutes for the Board meetings.
- Direct staff to fulfill operational duties and responsibilities of the Board.
- Prepare materials for Board meetings.
- Ensure that Board actions and operations comply with all statutes, rules, policies, and directives.
- Testify at Legislative hearings as required.

2. Operational Responsibilities

- Prepare monthly reports package outlining assessments collected and reimbursement processed to provide the Board with financial information necessary to manage the operations.
- Monitor that there is an adequate amount of securities in the collateral account for deposits at First Hawaiian Bank.
- Install and maintain a Wireless Enhanced 911 web site.
- Process monthly assessments from wireless carriers.
- Process disbursements from the Wireless Enhanced 911 Fund (the Fund) which include PSAP, wireless carrier, and Board member reimbursements in conformance with the state procurement law and other applicable state policies and procedures.
- Establish and maintain a website for the Board.
- Draft legislation if necessary, prepare budget and legislative testimony, and respond to legislative requests.

WIRELESS ENHANCED 911 BOARD
PROPOSED SPECIFICATIONS FOR PROFESSIONAL SERVICES
CONTRACT FOR CONSULTANT TO SERVE AS EXECUTIVE DIRECTOR
AND RESPONSIBLE FOR OPERATIONS

Operational Responsibilities (Continued)

- Prepare all required reports and provide information as required (see attached list).
- Audit PSAPs or wireless carriers as instructed by the Board.
- Engage Auditors annually to audit the Fund.

3. Administrative Responsibilities

- Maintain record of policies for the Board.
- Maintain record of all contracts and agreements executed by the Board.
- Maintain file of Board meeting materials and handouts.
- Schedule Board meetings and notify members.
- File Board meeting agendas with the Office of the Lieutenant Governor complying with the Sunshine Law.
- Obtain facilities for Board meetings.
- Prepare minutes for the Board meetings.
- Obtain legal opinions if necessary from the State Department of Attorney General.
- Assist the Governor's Office in filling Board vacancies.
- Perform other duties and responsibilities as required for the Board.

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Hawaii Enhanced 911 Board Meeting
July 29, 2005

Technical Committee Report- Pete Jaeger Chairman

1. Grant consultant awarded to Intrado.
 - a. Posted the Professional Services award on the web site <http://www4.hawaii.gov/professionalservices/ShowProf.cfm> on June 15.
 - b. Conducted a prekickoff call on June 29 with Wes Horn, Tina Metivier, Ben Goodloe. Kickoff call with all PSAP's being scheduled for Monday Aug 1 at 10 am.
 - c. Final step is contact execution.
 - d. Follow up meeting with all PSAPs and Wireless carriers designate to be scheduled the week of August 15-24. .
 - e. Prioritize PSAP visits. Suggested the following order: Maui, Lanai, Molokai, Oahu, Pearl Harbor, Hickam, Kauai, and Hawaii County
2. Nextel Partners is continuing process to implement Phase II services for Maui County.
 - July 20 - PANI change made by Hawaii Telecom caused automatic ring back problems for all PSAP's statewide for wireline and wireless calls. This was resolved for wireline on July 29.
 - Monday, July 25th-NPI internal training on 911 and preparation for deployment completed.
 - Tuesday, July 26th- Pre deployment testing with PSAP.
 - Wednesday, July 27th Deploy Island of Maui
 - Thursday, July 28th clean up on Island of Maui.
 - Friday, July 29th Deploy Phase 2 on Lanai.
3. Carrier updates:
 - a. Sprint will be doing a handset implementation and will be compliant.
 - b. Verizon- on schedule for late October

*Pete printed
8/1/05
Maui
7:00*

Respectably submitted by Pete Jaeger

*— has appearance - Request from Tony to Pay to Gov
— Board address standardized of equipment
Configuration etc.*

*— Discussion on expansion of technology network based to
handset based - Commission study to review as a
possibility.*

*— Consulate - Oahu
September - September.*

**Wireless Enhanced 911 Board
Summary of Accounting, Audit, Legislative,
Grant, Budget, and Records Reporting Requirements**

Type	Description	Due Date
Accounting	Report of Funds Not Deposited in the State Treasury	15 days after the end of quarter
	Journal Voucher for Report of Funds Not Deposited in the State Treasury	15 days after the end of quarter
Audit	Audit Report	Every 2 years, no due date but first report should be completed by Sept. 30, 2006
Legislative	Annual Report, Act 159/SLH 2004	Due to ASO on Nov. 15 of every year, due to Legis. 20 days before session
	Annual Report on Goals, Objectives, and Policies	Due to ASO on Oct. 15 of every year, due to Legis. 20 days before session
PSAP Readiness Fund Grant	Quarterly Expense Report	45 days after the end of quarter
	Annual Report	No sooner than Feb. 4, 2006 & no later than May 4, 2006
	Audit Report	No due date, but should be completed by Sept. 30, 2006
	Grant Information In Periodic Public Reports	No due date
Budget	Special Fund Assessments Pursuant to Sections 36-27 & 36-30, HRS *	Estimates for 8 years due July 15 of every year, payments to the DB&F due on a quarterly basis
	Update of Revenue Estimates	Varies, 3 times a year
	BJ Tables Update *	Approx. May 15 of every year
	Operational Expenditure Plan & Program Narrative *	Approx. July 15 of every year
	Organizational Charts & Functional Statements	Approx. Aug. 1 of every year
	Biennium/Supplemental Budget Request *	Approx. Sept. 15 of every year
	Variance Report *	Approx. Oct. 15 of every year
	Program Narrative for Biennium/Supplemental Budget Request *	Approx. Nov. 15 of every year
	Report on Non-General Fund Information	Approx. Nov. 15 of every year
	Legislative Budget Testimonies *	Approx. Dec. 15 of every year
	Performance Measures (every two years) *	Approx. June 30, 2006
Public Records Report	Records Report System (RRS)	July 1 of every year

* Not required if the special fund was converted to a non-appropriated trust fund.

Wireless Enhanced 911 Board Accounting Reporting and Audit Requirements

Accounting Reporting

In accordance with Section 40-81, HRS, a quarterly report is due 15 days after the end of a quarter to the State Comptroller. The Report of Funds Not Deposited in the State Treasury must contain the following information:

1. Title of Fund
2. Beginning balance of fund at beginning of quarter
3. Amount received during the period by source of receipt
4. Amount expended during the period by object of expenditure
5. Amount transferred between funds held outside of the state treasury during this period
6. Ending balance of fund at end of quarter

A Journal Voucher, SAFORM A-27, reflecting the financial activities of the fund must accompany the quarterly report.

Audit Requirements

The Board is required to select and hire an independent third party to audit the fund every two years to determine whether the fund is being managed in accordance with Act 159/SLH 2004. The Board may use the audit to determine whether the amount of the surcharge assessed on each commercial mobile radio service connection is required to be adjusted. The auditor should be hired in the summer of 2006 to audit the fiscal two-year period of July 1, 2004 to June 30, 2006.

Since the PSAP Readiness Fund Grant will end on February 4, 2006 and they have an additional three months to May 4, 2006, (15 months following the effective date) to complete the final report, the Board should also have the auditors perform a comprehensive audit of the grant to ensure that grant funds were used properly. The Board should check with the PSAP Readiness Fund to determine the due date of the audit report.

Wireless Enhanced 911 Board Legislative Reporting Requirements

Annual Report

Pursuant to Act 159/SLH 2004, the Board shall submit an annual report to the Legislature, 20 days prior to the convening of the Legislative session. The report should be submitted to the Governor's Office for their review and approval through the State Comptroller on December 1. This report is due to the Administrative Services Office on November 15 of every year and should contain the following information:

1. The total aggregate surcharge collected by the State in the last fiscal year
2. The amount of disbursement from the fund
3. The recipient of each disbursement and a description of the project for which the money was disbursed
4. The conditions, if any, place by the Board on disbursements from the fund
5. The planned expenditures from the fund in the next fiscal year
6. The amount of any unexpended funds carried forward for the next fiscal year
7. A cost study to guide the Legislature towards necessary adjustments to the fund and the monthly surcharge
8. A progress report of jurisdictional readiness for wireless E911 services, including public safety answering points, wireless providers, and wireline providers. The report shall include the status of requirements outlined in the FCC Order 94-102 and subsequent supporting orders related to phase I and phase II wireless 911 services.

Department's Goals, Objectives, and Policies

Act 100, SLH 1999, requires the Board to develop and submit an annual report for the fiscal year 2005 (July 1, 2004 to June 30, 2005) on the program's goals and objectives, policies, action plan, and timetable to meet those goals, including the process to measure achievement and performance to the Legislature, 20 days prior to the convening of the Legislative session. This report is due to the Administrative Services Office on October 15 of every year and should contain the following information:

- I. Goal
- II. Objectives and Policies
- III. Action Plan with Timetable
 - Past Year Accomplishment
 - One Year
 - Two Years
 - Five Years
- IV. Performance Measures
 - Customer Satisfaction measure
 - Program Standard measure
 - Cost Effectiveness measure

**Wireless Enhanced 911 Board
Grant Reporting Requirements (PSAP Readiness Fund)**

Submit to The PSAP Readiness Fund (the Organization) the following:

1. Within forty-five (45) days following the end of each quarter during the 12-month period following the effective date, quarterly expense reports describing the amount and purpose of Grant funds expended during the previous three month period as well as a narrative update on the progress toward the goals and obligations set forth in the grant letter.
2. No earlier than one (1) year and no later than fifteen (15) months following the effective date of the grant (February 4, 2005) a narrative report describing what was accomplished by the expenditure of funds in support of the grant deliverables.
3. As soon as the audit is completed, provide copies of its independently audited financial statements covering the grant period and proper application of grant funds.

Include information on this Grant in its periodic public reports.

**Wireless Enhanced 911 Board
Department of Budget and Finance (DB&F) Requirements**

Special Fund Assessments Pursuant to Sections 36-27 and 36-30, HRS – Estimates for the Period 2005 - 2012 Due to ASO Approx. July 15 of every year, Payment to DB&F due every quarter

The Director of DB&F for the purpose of defraying the prorated estimate of central service expenses of government in relation to all special funds, shall deduct 5% of all receipts collected by the special fund (Section 36-27, HRS). If the Board receives revenues amounting to \$6 million a year, the assessment will be \$300,000 (\$6M X 5%). Additionally, there is a special fund reimbursement to the state general fund for departmental administrative expenses. This assessment is to cover the pro rata share of the administrative expenses incurred by the Department responsible for the operations of the special fund (Section 36-30, HRS). Currently the percentage which is calculated on an annual basis is 2.33% of the special fund expenditures. If the Board expended \$6 million a year, the assessment will be \$139,800 (\$6M X 2.33%). For planning purposes, DB&F requires an eight year estimate of the amounts of Central Services Assessment and Departmental Administrative Assessment that will be transferred into the state general funds. Forms CSA-1 and AA-1 must be completed by July 15. The Board must issue a check to pay the assessments on a quarterly basis to DB&F. Note: Even though the special fund is outside of the state treasury, the special fund is subject to these assessments. The assessments would not apply if we submitted legislation to convert the special fund to a trust fund or requested specific exemption from Section 36-27 and 36-30, HRS.

Update of Revenue Estimates – Due Date Varies, Assignment Due About 3 Times a Year

The DB&F compiles and reports the State's revenues to the Council of Revenues as required by Section 37-111, HRS. The Council submits its projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. For the special fund outside of state treasury account, the Board must provide a quarterly breakdown by source codes of the revenues collected for the past year and a projection of revenues to be collected for the next 7 fiscal years.

BJ Tables Update – Due Date Approx. May 15 of every year

The budget tables that comprise the approved operating fund budget must be updated on an annual basis to reflect in detail by object of expenditure line items how the program intends to expend its funds.

Operational Expenditure Plan and Program Narrative – Due Date Approx. July 15 of every year

In accordance with Section 37-32, HRS, an estimated four quarter expenditure plan must be prepared and submitted to the Administrative Services Office so that an A-19, Request for Allotment can be prepared. The four quarterly allotment periods are divided by the first days of July, October, January, and April. A separate narrative page indicating program objectives and activities as related to the program expenditure plan is also required.

Organizational Charts and Functional Statements – Due Date Approx. August 1 of every year

Since there are no personnel positions in the program, the organizational chart will be prepared by the Administrative Services Office. The Board will be attached to DAGS for administrative purposes. A functional statement is required for the Board. The overall statement will consist of a brief introduction and a series of specific statements describing how the Board will accomplish its mission and program objectives.

Biennium/Supplemental Budget Request – Due Date Approx. Sept. 15, 2005 for Supplemental Budget Request

The necessary forms must be prepared if the Board decides to make any changes to the appropriation ceiling and/or means of financing (conversion from special fund to trust fund) for the fiscal year 2007 (July 1, 2006 to June 30, 2007). The 2005 Legislature has approved the special fund ceiling of \$6.5 million for 2007.

Variance Report – Due Date Approx. October 15 of every year

Pursuant to Section 37-75, HRS, the Governor is required to submit an annual Variance Report to the Legislature 30 days before the start of each regular session. The report compares the current and next fiscal years' actual vs. the budgeted expenditures, actual permanent positions that are filled vs. the budgeted position counts, and the program performance measures. Currently the Board doesn't have any measures. The measures would have to be developed by June 30, 2006 for the next biennium budget period 2007 – 2009.

Program Narrative for Biennium/Supplemental Budget – Due Date Approx. November 15 of every year

The program narrative is required during the biennium budget years and also for the supplemental budget years if a budget request is approved by the Governor. The narrative should include a Statement of the Program Objectives, Description of the Request, Description of Activities Performed, Statement of Key Policies Pursued, Discussion of Program Revenue, etc.

Report on Non-General Fund Information – Due Date Approx. November 15 of every year

In accordance with Section 37-47, HRS, an annual report on non-general funds must be prepared to include the beginning balance, revenues, expenditures, adjustments if any, and ending cash balance for the current and following fiscal year. This report is coordinated by the DB&F and is subsequently submitted to the Legislature.

Legislative Budget Testimonies – Due Date Approx. December 15 of every year

Written testimonies have to be prepared annually in the prescribed format for the budget briefings with the appropriate House and Senate committees. At a minimum, testimonies must be prepared for the House Committee on Finance and Senate Committee on Ways and Means.

Performance Measures – Due Date Approx. June 30, 2006

In preparation of the next biennium budget period July 1, 2007 to June 30, 2009, the Board will be required to develop performance measures that indicate efficiency and program effectiveness. The program is evaluated on an annual basis via the Variance Report (see above).

**Wireless Enhanced 911 Board
Office of the Lieutenant Governor, Office of Information Practices (OIP)
Requirements**

Public Records Report

The Records Report System (RRS) was developed in 1993 to comply with a legislative mandate, Section 92F-18(b), HRS. That part of the Uniform Information Practices Act (UIPA), Hawaii's public records law, requires State and County government agencies to make a public report describing the records they maintain. The RRS lists only the record titles and does not contain the actual individual records. Pursuant to Section 92F-18(c), HRS, the public report (the RRS) must be updated on or before July 1 of every year, to ensure that the records information remains accurate and complete. Each agency is required to file the supplemental, amended, or new report with the OIP which makes the reports available for public inspection via the RRS.

**Wireless Enhanced 911 Board
July 29, 2005 Meeting
Finance Committee Report**

I. First Hawaiian Bank accounts

a. Account Interest

b. Deposits

i. Wireless E911 General Fund - \$5.4 million

ii. Wireless E911 Grant Fund - \$1.25 million

II. Follow ups

a. None???

III. Issues for discussion

a. Process for fund distribution

i. Review of invoices, documentation

ii. Subsequent audit provisions

iii. Determination of types of costs

b. Need for administrative support

*- fraud reimbursements
made subject to
final audit
- ~~audit~~ reimbursements
to main - to
be clarified w/ Richie, also
what technical committee
to advise in
evaluating expenditures.*

- ~~Colin D. Jones~~